STATE OF GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

1. Application Date
12/20/72

2. Agency Application No.

INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.

FOR RECORDS MANAGEMENT DIVISION USE

Date Received	Application No.	Date Completed
DEC 21 1972	489	JAN 2 '73

3. AGENCY, Division, Subdivision & Administering Office Address
Department of Transportation
Division of Planning & Programming
Data & Inventories Bureau - Fiscal Studies Unit
No. 2 Capitol Square
Atlanta, Georgia

4. Person to Contact
R. A. Crumbley

5. Working Title
Accountant II

6. Tel. No.
656-5367

7. ACTION REQUESTED

[X] ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE.

[ ] DISPOSE OF PRESENT ACCUMULATIONS; NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series
1937 - To Date

9. Exact Series Title
Local Road & Street Finance Report File

10. What is the function of the office in which this record series is created

The function of the Fiscal Studies Unit is to compile and report statistical information on motor fuel and motor vehicles, highway taxation and finance, highway mileage, and related subjects needed annually (and in some instances monthly) by the Federal Highway Administration and the Department. The reports pertain to state and local governments.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):

Documents relating to the preparation of an annual financial report for each county documenting the revenue and expenditure of funds for highway systems.

Included are: PR535 Local Road & Street Finance Report
County Finance Report
Local Road and Street Bond Report
PR535 Supplement

The file is arranged alphabetically by county and chronologically by year.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records		No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	10	15	ANNUAL RATE OF ACCUMULATION	1	1½
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s) 21	In Storage Area(s)

			AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Year's
				10	8	8	6

Form: AR-50-71 (Rev. 72)

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain	YES	NO
13. Is this the Record Copy of the series?	[X]	[ ]
14. Is there a duplication of this series in another office or agency? The series is distributed to the Federal Highway Administration.	[X]	[ ]
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. The series is published in an FHWA publication, Highway Statistics.	[X]	[ ]
16. Does the series contain classified information requiring security handling?	[ ]	[X]
17. Does the series initiate, amend or terminate agency policies and procedures?	[ ]	[X]
18. Could the function be performed if the files were lost or destroyed?	[ ]	[X]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why?	[ ]	[X]
20. Does the record series provide data as input to an EDP file?	[ ]	[X]
21. Does the record series contain documentation produced as EDP printout?	[ ]	[X]
22. Has the Federal Government issued instructions governing retention/disposition of these files?	[ ]	[X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? The series must be retained until the FHWA ten year summary of Highway Statistics is completed.	[X]	[ ]

24. REQUIREMENTS. The following requires the files to be kept .... 10 .... years:

   a. [ ] STATE   b. [ ] STATUTE OF   c. [ ] AUDIT   d. [ ] FEDERAL   e. [X] ADMINISTRATIVE   f. [ ] HISTORICAL
       LAW   LIMITATION   PERIOD   LAW   DECISION   VALUE
             (Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

   -[X] CALENDAR YEAR   -[ ] FISCAL YEAR   -[ ] Other   then:

   [X] Hold in the current files area .... month(s)/ ..10.. year(s):
   [ ] Transfer to [ ] State Records Center [ ] Local Holding Area; hold .... year(s):
   [X] Destroy.
   [ ] Transfer to State Archives for permanent retention.
   [ ] Destroy immediately after cut-off.
   [ ] Other: (Specify)

Rationale: Administrative needs require that the series be available in the current files
              area for ten years; it is referenced daily.

              The Federal Highway Administration requires that Form PR535 be prepared and sub-
              mitted annually. PR535 is compiled into an annual national report, Highway
              (Indicate briefly rationale for recommendations above or write additional remarks)
              Statistics. The annual reports are compiled into a ten year summary. Administrative
              needs require that the series be retained until the ten year summary is complete.

Attach Samples of the Series   Records Management Officer M. Bradford   Date 12/20/72

26. Recommendations		[✓] Approved [ ] Disapproved	Head of Agency/Designee	Date 12/19/72
in Paragraph	State	[✓] Approved [ ] Disapproved	Department of Audits/Designee William M. ...	Date 1-2-73
25 are:	Records	[ ] Approved [ ] Disapproved	Secretary of State/Designee Carroll Hart	Date 12/26/72
	Committee	[✓] Approved [ ] Disapproved	Department of Law/Designee	Date 1-2-73